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Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
Washington 25, D. C.

Number 104  
Sept. 2, 1947

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8-25-47  
PMA A-35

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PMA PROCEDURE TRANSMITTAL

NOTICE

PERSONNEL DESIGNATION OF ACTING DEPUTY ASSISTANT ADMINISTRATOR FOR PRODUCTION: Mr. Laurence H. Manwaring has been designated as Acting Deputy Assistant Administrator for Production, effective immediately.

NEW RELEASES

ADMINISTRATIVE  
NOTICE NO. 69  
8-25-47

DESIGNATION OF ADMINISTRATOR'S FIELD REPRESENTATIVES: Lists the recently appointed Administrator's Field Representatives, the States for which they will be responsible and their official headquarters.

PMA 149.1  
8-27-47

REVIEW AND CLEARANCE OF DUPLICATED MATERIAL: Establishes responsibility for review and clearance of duplicated material intended for distribution to the public or to groups which cooperate in PMA programs, and material for administrative use which might be passed on to persons outside of PMA.

PMA 405.3  
8-25-47  
(Supersedes  
405.3, dated  
11-21-46)

GOVERNMENT BILLS OF LADING: Revised to provide three specific designations under which billing information shall be shown on Government Bills of Lading to enable carriers to consolidate on a single voucher, B/L's bearing identical billing designations. These separate designations are required by PMA to meet its internal accounting procedures. It is essential that persons issuing B/L's show the appropriate one of the three "Office to be Billed" designations on every B/L exactly as indicated in the revised paragraph V A 8 and to effect changes in exempted organization units. (Supersedes PMA Ins. 405.3 dated 11-21-46 (pages 4 and 9 revised 3-27-47), which should be removed from the manual.)

CHANGES

PROCEDURE  
CLASSIFICATION  
CHART, 10-24-45

Under the major heading "1 ADMINISTRATION," section "14 Information Services," add "149 Duplicated Material."

OBSOLETE

The following forms have been declared obsolete. Existing stock may be disposed of in accordance with PMA Instruction 456.1

FDA-290	Purchase Contract--General
FDA-291	Purchase Contract--Case Goods
FDA-382A	Commodity Receipt
FDA-507	Document Transmittal
FDA-508	Encumbrance Request
FDA-775	School Lunch Office Record Card-Sponsor
FDA-775-1	School Lunch Office Record Card-School.

The following forms have been declared obsolete. Existing stocks are to be used until exhausted.

<u>Form Number</u>	<u>Title</u>	<u>Superseded by</u>
AMA-135A	Butter Grading Certificate	
OMS-236	Worksheet--Cotton Quality Estimates	CN-213
FDA-135	Butter Grading Certificate	
FDA-289	Worksheet--Cotton Quality Estimates	CN-213
FDA-489C	Farm Products Inspection Service	FV-229C

DESIGNATION OF ADMINISTRATOR'S FIELD REPRESENTATIVES

In order to provide a central point for coordination in the field of all PMA programs administered through the State and County Committees, seven (7) Area Representatives have been appointed to act as personal representatives of the Administrator and will report to the Administrator through the Assistant Administrator for Production. They will work closely with State Committeemen in the interest of good administration and will keep the State Committeemen fully advised regarding the policies of the Administrator.

The Administrator's Field Representatives, the States for which they will be responsible, and their official headquarters are as follows:

<u>NAME</u>	<u>STATES</u>	<u>HEADQUARTERS</u>
Chester P. Downen	Washington, Oregon, California, Nevada, Idaho, Utah, Arizona	PMA State Office Hutton Bldg. 2nd & Wash., Sts. Spokane, Washington
C. E. Carter	Montana, Wyo., Colorado, Kans., N. Dak., S. Dak., Nebr., Mo.	c/o Asst. Administrator for Production-PMA U.S. Dept. of Agric. Washington, D.C.
Emery Jacobs	N. Mex., Okla., Tex., Ark., La., Miss., Ala.	Rm. 408 Midwest Bldg. Okla. City, Okla.
Elmer F. Kruse	Minn., Iowa, Wisc., Ill., Mich., Ind., Ohio, Pa.	PMA State Office 202 Old Federal Bldg. Columbus 15, Ohio
Robert S. Reed	Va., W. Va., Ky., Tenn., N.C., S.C., Ga., Fla.	PMA State Office Mill & Maxwell Sts. Lexington 29, Kentucky
Ely Wickham	Me., N. H., Vt., N.Y., Mass., Conn., R.I., N.J., Del., Md.	c/o Assistant Administrator for Prod. PMA U.S. Dept. of Agric. Washington, D. C.
Roy Jordre	Insular Region	c/o Ass't. Adm. for Prod-PMA U.S. Dept. of Agric. Washington, D.C.





U. S. DEPARTMENT OF AGRICULTURE  
Production and Marketing Administration

PMA 149.1

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REVIEW AND CLEARANCE OF DUPLICATED MATERIAL

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I REGULATIONS

Department Regulation 1381 (Amendment 245), "Duplicated Material for Distribution to the Public," places upon chiefs of bureaus responsibility for seeing that all duplicated material which will reach the public is properly reviewed from the standpoint of public information and Departmental policy before it is duplicated, and that it is limited both in length and number of copies to that necessary to carry on the work of the Department effectively, consistent with the wise expenditure and economical use of public funds. The regulation provides further that the chief of each bureau shall designate an information officer in Washington and a qualified official in each field office which issues duplicated material, who shall, subject to the direction of the chief of the bureau or other designated bureau official, be responsible for the required review.

II MATERIAL REQUIRING CLEARANCE

As used in this Instruction, "duplicated material," means all mimeographed, multilithed, dittoed, and other mechanically duplicated material, except printed material. With the exception of Market News Reports, for which existing review and approval procedures shall be followed, the responsibilities delegated below apply generally to the following types of material:

A Duplicated material for distribution to the public generally, or to groups which cooperate in PMA programs, except Market News Reports.

B Any duplicated material intended for administrative use which contains new information, reports, and so forth, which would be of interest to the general public and might be passed on to persons other than PMA employees.

III RESPONSIBILITIES FOR CLEARANCE IN PMA

A Material Originating in Washington - The Director, Information Service, is hereby delegated responsibility for all necessary review and clearance of duplicated material originating in Washington and for maintaining liaison with the Office of Information on all information matters. He shall confer, as necessary, with responsible officers of all PMA branches and staff offices to reach agreement as to specific types of material which require review and clearance and to establish procedures in day-to-day operations for accomplishing required clearances.

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REVIEW AND CLEARANCE OF DUPLICATED MATERIAL.

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## (III)

B Material Originating in Offices Located in Area Cities - Each chief of an Area Information Service office (New York, Chicago, San Francisco, Dallas, and Atlanta) is hereby delegated responsibility under supervision of the Director, Information Service, for all necessary review and clearance of duplicated material originating in any PMA office located in the same area city. Each such officer shall confer, as necessary, with the heads of the PMA offices in his city in order to reach an understanding regarding the types of material which require review and procedure to be followed to effect such review.

C Material Originating in Field Offices Not Located in an Area City - The head of each PMA field office which is not located in an area city is hereby delegated responsibility for review and clearance of duplicated material originating in his office. Officers charged with this responsibility shall exercise utmost discretion and secure further approval of any material which is not clearly within their authority to approve from the ranking officers of their branch or staff office, or from the nearest Area Information Service Office, which shall give all necessary assistance in securing proper official clearance.



GOVERNMENT BILLS OF LADING

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I PURPOSE AND SCOPE

This Instruction prescribes procedure for (a) acquisition and use, (b) preparation and distribution, and (c) accountability for, U. S. Government Bills of Lading (BL's) and (d) converting commercial bills of lading to Government BL's. PMA State offices are exempted from all requirements except subparagraph 8 of paragraph A of section V, "Office to be Billed for Transportation Charges." The Shipping and Storage Branch is exempted from all requirements except Section II, "Rules of Use," subparagraph 8, paragraph A, section V, "Office to be Billed for Transportation Charges," Section X, "Accountability for Bills of Lading," and Section XI, "Reports."

II RULES OF USE

Government BL's must be used for all shipments except those paid from corporate (capital) funds, and may be used for shipments paid from corporate (capital) funds. In emergencies, commercial bills of lading may be used to originate shipments which should move on a Government BL, but such billings should be converted to Government BL's at the earliest practicable time.

III FORMS USED

The "U. S. Government Bill of Lading," Standard Form 1103, SF-1103 consists of 10 parts, as follows: Standard Form 1103, Original; 1104, Shipping Order; 1105, Freight Waybill, Original; 1106, Freight Waybill, Carrier's Copy; and 6 each of 1103a, Memorandum Copy (one green and five yellow). The last yellow copy is not required and should be detached.

IV RESPONSIBILITIES

A Administrative Services (AS) Division, Washington - Shall request supplies of BL's for PMA in the usual manner, designating that bulk shipments be made direct to the Area AS Divisions.

B Area AS Divisions - Shall maintain supplies of BL's for issue to field offices as requisitioned.

C Accountable Officers - The following personnel are designated branch and staff office accountable officers to issue BL's. They will request their supplies in multiples of 50 from the AS Division indicated.

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 GOVERNMENT BILLS OF LADING
 

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## (IV C)

<u>ACCOUNTABLE OFFICER</u>	<u>REQUISITION FROM</u>
Administrative Officers of Branch and Staff Offices, Washington	AS Division, Budget and Management Branch, Washington, D. C.
Chief of Operations, Divisional Office of the Labor Branch, Philadelphia	AS Division, Budget and Management Branch, Washington, D. C.
Officers, Supervisors, or Inspectors in charge of field offices or stations	Area Administrative Services Division servicing the area in which located (PMA 112.2)

## V PREPARATION

A Completion of Blanks - Initiating officers are responsible for preparation of BL's in accordance with the paragraphs below which refer to similarly numbered and circled paragraphs on the insertion for the U. S. Government Bill of Lading in the Forms Manual.

1 Name of Initial Transportation Company - Indicates name of carrier to whom shipment is tendered at point of origin.

2 Traffic Control Number - Leave this space blank.

3 Carload Information - Only in the case of carload shipments will the space under the following headings at the top of the form be utilized: "Car Initials and No.," "Size Car in Feed", "Marked Capacity of Car", and "Date Car Furnished". The space marked "Stop This Car At      For     " shall be utilized only when it is desired that the car be stopped in transit for partial unloading or for other reasons at some point intermediate to the origin and destination.

4 Date BL Issued - The date issued must be shown on all BL's.

5 Shipping Point - Indioate name of town or city and State from which shipment will originate.

6 Full Name of Shipper - If shipment is made by commercial source, the name of the contractor or vendor shall be indicated. If shipment is made by PMA, show "PMA", followed by the name of the branch or staff office.

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GOVERNMENT BILLS OF LADING

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(V A)

7 Marks - List any identifying marks shown on package or packages being shipped, which are not shown elsewhere on the BL.

8 Office to be Billed for Transportation Charges - Show the appropriate designation as follows:

a "USDA, Production and Marketing Administration (Admin.)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from appropriated administrative funds other than CCC.

b "USDA, Production and Marketing Administration (CCC Admin.)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from CCC administrative funds.

c "USDA, Production and Marketing Administration (Program)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from appropriated program funds such as Section 32, National School Lunch, etc.

d "USDA, Production and Marketing Administration (CCC)," address, city and State of the office where the account is to be paid. Use this designation when transportation charges are to be paid from CCC program funds.

9 Appropriation Chargeable - The allotment advice code or Letter of Authorization number against which the transportation costs will be charged shall be entered in this space.

10 Issuing Office - "U. S. Department of Agriculture, Production and Marketing Administration," and name of branch or staff office.

11 Name and Title of Issuing Officer - Indicate name and title of officer issuing BL.

12 Consignee - Show the name, title and complete address of consignee, identically as on the package, to whom shipment is being made. (The address on both the package and BL must be accurate and complete.)



GOVERNMENT BILLS OF LADING

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(V A)

13 Destination - Indicate name of city or town and State at which consignee will receive the shipment.

14 Route - To be left blank unless some substantial interest of the Government is served by indicating a through route.

15 Pick-Up Service at Origin - Insert the word "was" or "was not," whichever is applicable to the use of pick-up service at origin.

16 Description of Articles - Indicate number and kind of package, giving brief nontechnical description of articles shipped, and actual weight whenever possible.

17 Certificate of Issuing Officer - The issuing officer must affix his signature in the space provided and insert the contract number or purchase order number or other authority for shipment, the date, and the f.o.b. point of the shipment.

18 Name of Transportation Company - Indicate name of initial carrier.

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